

# **Circuit Court System December/2003 Software Release Announcement**

## **STATE COURT ADMINISTRATIVE OFFICE JUDICIAL INFORMATION SYSTEMS**

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### **Release Highlights**

#### **– Forms**

Many forms within the system have been updated to their current revision dates. We are also introducing a new method of producing the AFP (advanced function printing) versions of the forms which allow forms to expand and contract based on the case data to print. For example, forms that provided for three charges per page will now continue printing all the charges on the first page. Conditional printing is an option provided to drop unused boxes on a form so only the checked boxes print.

#### **– Case Types and Caseload**

Case types DF, DI, DR, DU, and DW are being discontinued. Per caseload instructions, case type UD is being re-categorized from a “transfer” to a “domestic” case type. **Please note these changes in the light green Caseload Dispositions, Quick Reference for JIS Circuit Courts.** These case type changes become effective January 1, 2004. The release procedure will make the necessary changes to the caseload code files to accurately reflect these case types on the first quarter 2004 caseload report. Please see the attached SCAO memorandum regarding case type codes.

See the following pages for the details of the above and other enhancements.

Pilot courts: C48 Allegan and C05 Barry.

## **Case Management Menu – Page 1**

- The length of the city has been increased when displayed/printed on the Case Register of Actions and the Notice to Appear.

### **Case screen**

- Case types DF, DI, DR, DU, and DW are being discontinued. As of January 1, 2004, these case types will no longer be allowed when initiating cases.

### **Clerk screen**

Previously, the Clerk screen only changed the case status to ADR for clerk events ADR and MED. Now you can choose which Clerk events change the case status. See Codes under the Utility Menu heading later in this document.

### **ADR screen**

- An ADR category field has been added. This field is used to determine the method of ADR. The release procedure will load categories of “ARB” - arbitration, “CEV” - case evaluation, and “MED” - mediation into code table 8. This field can be prompted to select the appropriate category.
- The Conduct Hearing After Date has been more appropriately re-named to Discovery Deadline.
- A weekend check has been added for the hearing date. A warning will display if the hearing date is a Saturday or Sunday.
- A new C/P field has been added after the first evaluator field. This field is used for mediation cases to identify if the mediator was selected by the court or by the parties. A value of “C” for selected by court or “P” for selected by the parties is required when the ADR category is “MED”.

## **Case Management Menu – Page 2**

### **Forms**

- The following forms have been updated to the most recent SCAO revision date:
  - MC 32 Notice of Case Evaluation
  - MC 219\* Judgment of Sentence/Jail
  - MC 229 Motion, Affidavit, and Bench Warrant
  - MC 230\* Motion and Order to Show Cause
  - MC 241 Bond
  - MC 262\* Order of Acquittal/Dismissal Remand
  - MC 263\* Motion/Order of Nolle Prosequere
  - MC 267\* Order for Vehicle Immobilization
  - MC 283 Order for DNA Sample
  - CC 219b\* Judgment of Sentence/Corrections
  - CC 236\* Order Committing Juvenile to FIA
  - CC265b Right to Appeal after Plea
- \* These forms and MC242 Assignment to Youthful Trainee Status have been changed to incorporate the new method of producing the AFP (advanced function printing) versions of the forms. The new AFP method allows the form to expand or contract based on the case data to print. Conditional printing is an option provided to drop unused boxes on a form so only the checked boxes print. A Conditional field has been added to the top of these form screens. Enter a “Y” value to drop unused boxes or leave blank to print the entire form.

- The Judgment of Sentence/Jail, Judgment of Sentence/Corrections, and Order Committing Juvenile to FIA forms have an additional column for dismissed charges per the SCAO approved forms. The intent of the dismissal column is to eliminate the need for a separate dismissal order.
- The Judgment of Sentence/Jail and Judgment of Sentence/Corrections will copy the sentencing event comments into the “other” section on their respective screens in order to print on the form.

The Judgment of Sentence/Corrections no longer has the DNA and Forensic assessments which have been replaced by the State Minimum Costs. Please see the attached SCAO memorandum regarding State Minimum Costs.

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## **Reports Menu**

- A total number of cases count has been added to the Pending Criminal Report, Pending Civil Report, Case Age Report, and Lack of Progress Report.

### **Caseload Report**

- The “old” caseload report has been removed from the menu to avoid confusion.
- The caseload report program has been changed to incorporate the caseload changes required for 2004. The release procedure will make the necessary changes to the caseload code files to accurately reflect these case types on the first quarter 2004 caseload report.

## **Utility Menu**

### **Codes**

- Previously, the Clerk screen only changed the case status to ADR for clerk events ADR and MED. Now you can choose which Clerk events change the case status. Clerk event codes (code table 1) will have a new category of “ADR”. Clerk screen events added with an event codes category of “ADR” will change the case status to ADR. The release procedure will update the Clerk event codes ADR and MED to have the event category of “ADR”. This is helpful if you wish to identify the method of ADR when it is ordered on the case. You may also want to add Clerk event code CEV (case evaluation) with the “ADR” category.

### **PACC Codes**

- The release procedure will update the PACC code file with recent additions received from PACC/PAAM. The procedure will also update expiration dates for existing PACC codes.

The release procedure will update the PACC file for associated SOS code changes. If SOS codes 1000, 1010, 1020, 1100, or 1110 are referenced in the PACC file, the release procedure will change them to the new SOS code 1025 for violations on or after 09/30/2003. The new SOS code 1105 will be added to the new PACC code 257.6258. Please see the attached Department of State memorandum from Peggy Leece regarding SOS codes.

## **Financial Menu**

### **Cash Code Maintenance**

The Cash Code Maintenance option was changed and updated on your system to allow for the October 1, 2003, fee and assessment changes.

### **Account History**

- Previously, the account history option only printed for criminal cases. An option has been added for civil cases. When requesting this option, enter an “X” for criminal or civil, or leave blank for both.

## **Probation Menu**

- The CC243a Order of Probation Felony form has been updated to the most recent SCAO revision date which includes the new State Minimum Costs assessment.

## **Jury System**

- The jury system was updated with many enhancements mostly pertaining to the juror compensation increase effective October 1, 2003.
- Another release will be provided prior to the first State reimbursement time line (04/2004) in order to provide the half and full day statistics for the report.